

# REQUEST FOR QUALIFICATIONS (RFQ) FOR MUNICIPAL LEGAL SERVICES FOR MEMBER MUNICIPALITIES

## Montana League of Cities and Towns

**Issue Date:** March 19, 2026

**Response Deadline:** Ongoing

**RFQ Number:** LS-2

**Introduction.** On behalf of its municipal members, the Montana League of Cities and Towns (“MLCT”) is soliciting statements of qualifications from experienced law firms or individual attorneys (“Respondents”) to provide legal services for member municipalities on a permanent or as-needed basis. The MLCT is seeking qualified legal counsel who can efficiently and effectively serve as the municipal attorney in different capacities for any member municipality, depending on experience, location, estimated time, and subject matter.

**On August 8, 2026, the MLCT issued Request for Qualifications LS-1 to solicit statements of qualifications for these same purposes. Any law firm or individual attorney that responded to that list and was accepted as qualified need not respond to this second RFQ LS-2. Your firm or name remains on our list and will continue to be in the pool for recommendations to city and town members seeking legal services.**

This RFQ is issued with the goal of providing a centralized location for municipalities to obtain qualified legal services quickly and easily. Using the results of this RFQ, the MLCT will provide a method for municipalities to request legal services. Upon receipt of a request, the MLCT will then match the municipality with 1-3 qualified firms or attorneys based on experience, location, estimated time, and subject matter of the municipal request. Each municipality may then decide to enter into legal services directly with a matched Respondent(s) at its discretion. No legal services work is guaranteed to any Respondent(s) submitting a statement of qualification in response to this RFQ.

**Participating Municipalities.** Any member of the MLCT is eligible to participate under this RFQ. Each participating municipality may enter into a separate agreement with any qualified firm or attorney, depending on its need for legal services. No member municipality is required to use this MLCT service. No member municipality is prohibited from using any law firm or individual attorney that is not matched with the member municipality or that did not respond to this RFQ.

**Scope of Services.** Respondents must be currently licensed to practice law in the State of Montana. Respondents must demonstrate the ability to provide general or specialized municipal legal services to one or more municipalities, including but not limited to the following subject matters and legal services:

- General municipal law counsel, including attendance at council or board meetings (in-person and/or virtual) and providing general legal counsel on an on-going, as-needed basis;
- Drafting and reviewing ordinances, resolutions, contracts, MOUs, and interlocal agreements;
- Compliance with public records and open meeting laws and regulations;
- Planning, zoning, subdivision, code enforcement, and other land use issues;
- Labor and employment law, including collective bargaining where applicable;
- Prosecute criminal cases;
- Represent the municipality in criminal, civil, or appellate litigation;
- Assessing risk management and liability;
- Reviewing real estate or bond transactions, or working with public bond attorneys; and/or
- Compliance with applicable ethics, conflicts of interest, and political advocacy laws and regulations.

Responding law firms or individual attorneys should be able to accommodate scheduling, priorities, and legal frameworks unique to each municipality while working for one or more municipalities on one or more legal matters pursuant to this RFQ.

**Submission Requirements.** Interested Respondents must provide the following:

**1. Cover Letter.** Summarize the firm's or individual's interest, qualifications, and resources in providing one or more of the legal services listed herein.

**2. Firm Overview.** Provide an overview of the firm's or individual's organizational structure, practice areas, number of attorneys, and experience with municipal or other government clients.

**3. Proposed Team.** List attorneys and support staff who would be assigned to each municipality, depending on experience, location, estimated time available, and subject matter knowledge. Please include resume(s) for each member of the team.

**4. Availability and Capacity.** Detail the firm's or individual's ability to handle additional municipal clients given your current workload. How would the firm or individual handle concurrent municipal workloads, meetings, or court dates, if interested in representing more than one entity or working on more than one legal matter for one or more municipal clients? Identify how much of your firm's or individual's total practice time would be available for work under this RFQ. In what location(s) within Montana would the firm or individual be willing to provide the services outlined in this RFQ? Please be specific to allow for the best match possible with member municipalities requesting legal services pursuant to this RFQ.

**5. Technology Capabilities.** Describe how the firm or individual attorney uses and is familiar with confidential document sharing, virtual meetings, electronic communication, or any other technological tool the firm or individual believes would be of service in handling municipal legal matters.

**6. Billing Structure.** Provide the firm or individual's proposed hourly rates, monthly retainers, or bundled pricing options for the legal services listed in this RFQ, including rates for attorneys, paralegals, and travel expenses. If the firm or individual will charge different rates for providing services in certain locations, using certain attorneys, covering certain subject matters, or providing certain expertise, please be specific with those differences.

**7. References.** Either:

- 1) Provide references from at least three local government clients for whom the firm or individual attorney has provided legal service to in the past 5 years. If the firm or attorney has provided legal services for a municipality in the past 5 years, but has not included the municipality in its references, please explain why; or
- 2) If the attorney has worked exclusively as an employee of a local government for the past 5 years, provide references from at least three department heads of that entity.

**8. Proof of Insurance.** Demonstrate the firm or individual attorney holds professional liability insurance in amounts of \$1 million per occurrence and \$2 million aggregate.

**Evaluation Criteria.** Submissions will be evaluated based on:

- Qualifications and experience in both general municipal legal services and in each specific subject matter area that the firm members or individual are willing to provide services.
- Demonstrated capacity to serve multiple municipalities effectively, if the firm or individual are willing to be matched with multiple municipalities for concurrent work matters.
- Location(s) in which the firm or attorney are willing to perform legal services and the cost associated with working for a municipality within or outside those locations.
- Experience with technological tools for virtual and confidential client communications.

- Cost of obtaining experienced counsel within a cost-effective distance for the legal services being requested by the municipality.
- Responsiveness to the scope of services and submission requirements.
- Quality of references and client feedback.

**Selection and Contracting Process.** A selection committee of MLCT staff and full-time, non-contract city attorneys will review submissions, conduct interviews (if needed), and select firms or individual attorneys to be included on a pre-approved list of attorneys based on expertise, location, capacity, and subject matter. The MLCT will then provide a method for municipalities to request legal services. Upon receipt of a request, the MLCT will then match the municipality with 1-3 qualified firms or attorneys based on experience, location, estimated time, and subject matter of legal services requested by the municipality. A member municipality may ultimately choose to enter into legal services directly with a matched Respondent(s), enter into an agreement for legal services with a firm or individual attorney not obtained through a request to the MLCT, or not enter into any agreement for legal services.

Responses to this RFQ will be valid until September 4, 2029. This RFQ LS-2 will remain open during that time for updates and new submissions at any time for inclusion on the pre-approved list of firms or attorneys.

**Submission Instructions.** To be considered in this RFQ, Respondents must submit a statement of qualifications as follows:

- **Deadline for Submission:** Ongoing
- **Delivery Method:** Email submissions to: [leandra.lipson@mtleague.org](mailto:leandra.lipson@mtleague.org). Submissions must clearly reference: “RFQ – Multi-Municipality Legal Services”
- **Questions & Clarifications:** Questions regarding this RFQ must be submitted via email to Leandra Lipson at [leandra.lipson@mtleague.org](mailto:leandra.lipson@mtleague.org). Answers to all questions will be shared with all known Respondents via email or a published addendum.

**General Terms.** This RFQ does not obligate any municipality to award a contract, pay any costs incurred by Respondents in preparing a response, or contract for legal services with any Respondent(s). Participation in this RFQ does not preclude municipalities from procuring additional or other legal services as needed. This RFQ is solely for the purpose of assisting MLCT member municipalities with easy access to qualified municipal attorney services.